

## Guidelines for Presenters

### POSTER PRESENTER INFORMATION

As you prepare your poster:

- Your poster space will be **44" high x 90" wide (110cm x 225cm)**.
- Posters will be attached to the board with push pins.
- Pins will be supplied.

**Poster Time and Location:** There will be two poster sessions during the meeting . Click [here](#) for the list with poster presenter session assignment and poster board number.

**Poster Session 1:** Thursday, July 28 from 12:00 – 1:30 p.m.

- Set up: begins at 7:30 a.m. and must be completed by 8:30 a.m. on Thursday, July 28
- Posters must be removed by 5:30 p.m., Thursday, July 28

**Poster Session 2:** Friday, July 29 from 4:30 – 6:00 p.m.

- Set up: begins at 7:00 a.m. and must be completed by 8:00 a.m. on Friday, July 29.
- Posters must be removed by 6:30 p.m. on Friday, July 29.

### ORAL PRESENTATION INFORMATION

#### FORMAT OPTIONS

PowerPoint presentations can be supplied on either a USB storage device or CD. The presentation computers will be equipped with Office XP Professional, which is compatible with earlier versions of PowerPoint.

### PRESENTATION SUBMISSION TIMES

#### Advanced Submission:

- Presenters are encouraged to email their presentation file in advance to: Karen Kinch at: [kkinch@idri.org](mailto:kkinch@idri.org)
- Submissions are due Tuesday, July 26 by Close of Business (5:00pm PDT) to allow compilation and preparation for the meeting.

- When submitting your file, please identify the date and time of your talk.
- Please bring a backup copy of your presentation (USB or CD) with you to the meeting.

**Upon Arrival:**

All presenters should check their meeting packets for details on submitting PowerPoint presentations (if not mailed in ahead of time). You should also take this opportunity to familiarize yourself with the presentation formats and to check your presentation.

The AV technician will be available with a computer in the foyer outside the Metropolitan Ballroom during the following hours, to assist you in previewing your presentation. There will not be time for full rehearsals, so please do this in advance.

Thursday and Friday	7:00am until 4:00pm
Saturday	7:00am until noon

**When you are presenting:**

- A laser pointer will be available.
- Please abide by the allotted time for your presentation.